

Position: Public Works Superintendent

Department: Public Works

Accountable to: City Council

Primary Objective of Position

To plan, coordinate and schedule personnel, materials, and equipment necessary to maintain the City streets, alleys, parking lots, water system, sewer system and parks in good working order and sound condition.

Desirable Knowledge, Skills and Abilities

- Class "D" Water License and Class "C" Wastewater License or ability to obtain licensing within time set by City Council.
- Knowledge of equipment and tools used on the job.
- Knowledge and skill to inspect, repair and adjust pumps, wells, hydrants, valves, well house equipment, and sewer plant equipment, water lines and sewer lines.
- Knowledge and skill in the installation and repair of water meters.
- Knowledge and skill in taking samples of water and sewage.
- Knowledge to keep accurate records for water and wastewater departments
- Ability to properly inspect motors and pumps and to analyze need for repair or replacement.
- Ability to establish and maintain effective working relationship with other employees, public officials and the public.

Major Areas of Accountability

- Plans, directs and coordinates a comprehensive program for City streets, parking, sidewalks, curbs, street signs, parks, water lines, sewer lines, and lift station so as to insure the highest level of maintenance at the most favorable cost within the budget.
- Anticipates seasonal maintenance needs for plowing and other services and plans for availability of equipment, personnel and materials.
- Maintains accurate records relating to the repair and maintenance of streets, sewer lines, water lines, and all other systems and equipment of the City as a guide to analyzing recurring problems.
- Operates equipment including trucks, tractor, snow blower, power mower, chain saw, etc.
- Performs various preventive and corrective maintenance services on City equipment and vehicles to insure safe and proper operation.
- Operates various mechanic/shop power equipment and hand tools.
- Maintains all City owned property, performs minor carpentry, paint and minor repairs as necessary.

Sewer and Water Departments

- Performs daily checks on functioning of pumps, motors and related equipment in connection with wells, water pumping and ponds at wastewater plant.
- Checks for proper operation of pumps and controls and correct injection and usage of water and wastewater treatment chemicals.
- Identify maintenance needs and assist in performing maintenance and repair on water tower, well house and wastewater treatment plant.
- Perform repairs and corrective maintenance as necessary to avoid service interruptions.
- Participate in inspection, maintenance and repair of all water lines, sewer lines, valves and water hydrants throughout the City
- Flush storm and sanitary sewers, clean storm catch basins.
- Perform routine testing of samples from water and sewer.

- Replace and repair water meters as needed.
- Work on occasion longer hours as needed to meet emergency needs.
- Flush water tower as needed and hydrants from tower out on monthly basis.
- Perform any other tasks as required or assigned by the City Council.

Budget/Planning

- Helps City Clerk and Council in developing operational budget for streets, water and sewer departments.
- Annually project equipment needs and provides supporting data to justify major items in budget.
- Participates with City Council in determining overall policy and direction for the City.
- Establishes priorities for short-range and long-range projects and coordinates implementation.
- Approves purchases of all supplies needed for various projects throughout the City.

Responsibility for Work of Others

- Supervise and assign work to general maintenance worker.
- May provide on-the-job direction to seasonal or temporary employees as required in certain job-related situations.

Work Conditions

- Outdoor work in all kinds of weather, many times in awkward positions and dangerous places.
- Abnormal hours for snow removal and emergencies.
- Heavy Lifting
- Working with hazards of fumes, machinery, climbing, excavations, etc.